

**COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING AGENDA**

**Wednesday March 18, 2020
5:15pm**

Introductions

- 1. Call to Order**
- 2. Public Comments**
- 3. Minutes and Circulation Reports**
- 4. Treasurer's Reports**
- 5. Correspondence**
- 6. Librarian's Report**
- 7. Friends of the Library Report**
- 8. Foundation Report**
- 9. Old Business**
 - Building**
 - Staffing**
- 10. New Business**
 - COVID response**
- 11. Announcements**
- 12. Adjournment**

Coos Bay Public Library
February 2020 Report

of items added to collection - **574**

New cards issued - **46**

Total reference questions - **777**

Daily average circulation - **1019**

Total # of programs - **25**

Program attendance - **862**

Total items checked out at the library - **19,816**

Total of Coos Bay items checked out anywhere - **24,451**

Total digital downloads - **157**

Gate count - **13,383**

Total monthly visitors - **15,641**

COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
February 19, 2020

Call to Order – Curt Benward called the meeting to order at 5:15 p.m.

Board Members Present: Curt Benward, Steve Metz, Kathy Erickson, Peggy Christensen, Alyssa Pruess

Others In Attendance: Sami Pierson, Christina Coffman, Crystal Barr, Marie Benton

Public Comment –None

Minutes and Circulation – Minutes from the January 2020 were reviewed. Sami pointed out the breakdown of the discards was added. It was noted that due to a Koha report error there was no count for Total Items Checked Out At The Library for January. Kathy mentioned that Crystal was doing a good job with the minutes and meeting packet. Peggy made a motion to approve the minutes and circulation. Steve seconded the motion. Approved unanimously.

Treasurer's Report – Financial reports for January 2020 were reviewed. Curt questioned the \$10,686.50 expenditure for the new reader board. Sami explained that half of the cost was due up front. The board asked that Sami ask the City for help with the cost of the new reader board. The memorial report was reviewed.

Correspondence –None

Librarians Report – Interviews for the Acquisitions Librarian were held and the candidate chosen visited the area but decided not to accept the job. Sami will post the job again. Current Extended Services Office employee Stacey Nix will be interim ESO Director.

Friends of the Library Report – The next book sale will be March 7th & 8th. The February sale took in \$1,1393.47 and the bookstore made \$813.47. The yearly craft sale took in \$1,121.05. Volunteers are needed to help in the bookstore and at the book sales.

Library Foundation Report – The fall fundraiser made \$5,316.00. The Foundation balance is \$162,293. The Foundation has made a one hundred percent funds commitment to the new building project. The Adult Spelling Bee will be held April 4, 2020 at Black Market Gourmet.

Old Business –

Building Update – City Building Administrator Randy Dixon will be asking for additional monitoring equipment for the building movement issues.

2020/2021 Budget – The first library budget meeting will be May 14, 2020

New Business –

Building Bond May 2021 – The Coos Bay City Council approved a motion that the bond be placed on the May 2021 ballot. A discussion followed on what the Library Board's participation in the process would be. Alyssa thought we should have a consultant on board for marketing and promotion. Sami said that the library's current marketing firm does have experience in this area. Alyssa also mentioned the idea of combine the building with the plans for a new county court annex to save money.

Announcements – None

Adjournment – C. Benward adjourned the meeting at 6:12 p.m.

Next Meeting: March 18, 2019 – 5:15 p.m.

Respectfully submitted,
Crystal Barr

**COOS BAY PUBLIC LIBRARY
FEBRUARY 2020**

INVENTORY

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>	<u>DISCARDS</u>	
Adult Books	288	Books	1190
Adult Audio Books	72	YP Books	137
Adult Video	92	Graphic Novels	1
Adult Video Games	0	YP Graphic Novel	0
		Large Print	3
Young Adult Books	24	Music CD	8
Young Adult Audio	0	Dvd	28
		Audio Book	11
Child Books	84	Board Game	1
Child Audio	0		
Child Video	12		
Child Miscellaneous	2		
TOTAL	<u>574</u>	DISCARDS	1379

CIRCULATION SUMMARY

	Total Items Checked Out At Coos Bay	Total Coos Bay Owned Items Checked Out		
2020	19,816	24,451		
2019	17,557	20,211		
2018	18,667	21,121		
2017	20,862	22,444		
2016	21,219	23,076		
2015	23,278	25,429		
GATE COUNT:	13,383			
	(2019 - 10,791)			
REFERENCE QUESTIONS ANSWERED:			777	
YP REFERENCE QUESTIONS ANSWERED:			79	
NEW PATRON REGISTRATIONS:			46	
#DAYS OPEN:		24	23	23
DAILY AVERAGE CIRCULATION:		1,019	(19) 879	(18) 918

RECEIPTS FROM PATRONS

FINES	\$185.55
DISKS/MISC.	\$26.06
DAMAGE/LOSS	\$268.37
RENT	\$2,280.00
BOOK BAGS	\$32.00
COPIES	<u>\$763.07</u>
TOTAL	<u>\$3,555.05</u>

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City of Coos Bay
Revenues with Comparison to Budget
For the 8 Months Ending February 29, 2020

Library Fund

	Period Actual	YTD Actual	Budget	Unearned	Pcnt	
<u>Carryover</u>						
07-000-300-0100	Carryover - Regular	.00	.00	855,071.00	855,071.00	.0
07-000-300-0200	Carryover - Memorial/Board	.00	.00	100,000.00	100,000.00	.0
	Total Carryover	.00	.00	955,071.00	955,071.00	.0
<u>Revenue From Other Agencies</u>						
07-000-340-0300	State Library Grant	(6,180.00)	2,204.00	1,700.00	(504.00)	129.7
07-000-340-0301	Grants	.00	1,000.00	7,000.00	6,000.00	14.3
07-000-340-0303	Federal Grants	.00	.00	5,000.00	5,000.00	.0
07-000-340-0900	Library Tax Base	.00	1,277,517.89	1,115,000.00	(162,517.89)	114.6
	Total Revenue From Other Agencies	(6,180.00)	1,280,721.89	1,128,700.00	(152,021.89)	113.5
<u>Use Of Money & Property</u>						
07-000-350-0100	Interest	2,051.48	15,965.43	12,000.00	(3,965.43)	133.1
07-000-350-1100	Auditorium Rental	2,460.00	5,850.00	2,500.00	(3,350.00)	234.0
	Total Use Of Money & Property	4,511.48	21,815.43	14,500.00	(7,315.43)	150.5
<u>Current Services</u>						
07-000-360-0100	Copies	782.27	5,357.52	7,000.00	1,642.48	76.5
07-000-360-1800	Library Fees	405.55	6,872.70	10,000.00	3,127.30	68.7
	Total Current Services	1,187.82	12,230.22	17,000.00	4,769.78	71.9
<u>Other Revenue</u>						
07-000-380-0100	Miscellaneous	2,175.29	18,553.40	100.00	(18,453.40)	1855.3
07-000-380-0400	Reimbursements	146.45	513.95	500.00	(13.95)	102.8
07-000-380-0900	Gifts, Donations & Memorials	11.47	15,624.37	20,000.00	4,375.63	78.1
	Total Other Revenue	2,333.21	34,691.72	20,600.00	(14,091.72)	168.4
	Total Fund Revenue	1,852.51	1,349,459.26	2,135,871.00	786,411.74	63.2

City of Coos Bay
Expenditures with Comparison to Budget
For the 8 Months Ending February 29, 2020

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Library Fund</u>					
Personnel Services					
07-510-510-1001	Salaries	45,119.88	391,485.08	686,818.00	295,332.92 57.0
07-510-510-1003	P.E.R.S.	9,304.30	88,909.36	133,210.00	44,300.64 66.7
07-510-510-1004	Social Security	3,342.46	29,209.04	52,548.00	23,338.96 55.6
07-510-510-1005	Employee Insurance	10,312.99	118,253.90	153,574.00	35,320.10 77.0
07-510-510-1006	Unemployment	454.74	559.68	13,000.00	12,440.32 4.3
07-510-510-1007	Workers Compensation Insurance	59.34	484.40	2,833.00	2,348.60 17.1
07-510-510-1008	Volunteer Workers Compensation	.00	2.97	122.00	119.03 2.4
	Total Personnel Services	68,593.71	628,904.43	1,042,105.00	413,200.57 60.4
Materials & Services					
07-510-520-2005	Training,Meetings,Travel,Dues	600.00	3,568.95	9,000.00	5,431.05 39.7
07-510-520-2101	Utilities	3,263.00	20,139.23	42,000.00	21,860.77 48.0
07-510-520-2102	Telephone	688.04	4,603.83	13,000.00	8,396.17 35.4
07-510-520-2105	Advertising	1,269.49	5,309.16	15,000.00	9,690.84 35.4
07-510-520-2108	Contractual	10,570.28	49,857.19	92,250.00	42,392.81 54.1
07-510-520-2120	Insurance	.00	14,540.50	14,500.00	(40.50) 100.3
07-510-520-2122	Duplicating	661.59	4,785.48	8,500.00	3,714.52 56.3
07-510-520-2123	Printing	100.59	378.09	3,000.00	2,621.91 12.6
07-510-520-2205	Office Supplies	158.72	1,543.19	2,500.00	956.81 61.7
07-510-520-2206	Postage	336.98	836.98	2,200.00	1,363.02 38.0
07-510-520-2225	Janitorial Supplies	127.86	1,687.57	5,200.00	3,512.43 32.5
07-510-520-2231	Small Equipment	2,509.95	22,482.74	35,000.00	12,517.26 64.2
07-510-520-2234	Grants	185.95	1,117.83	17,000.00	15,882.17 6.6
07-510-520-2235	Library Supplies	1,814.35	9,243.55	15,000.00	5,756.45 61.6
07-510-520-2236	Library Books & Records	6,848.91	48,106.82	100,000.00	51,893.18 48.1
07-510-520-2237	Periodicals	10.00	4,596.32	10,000.00	5,403.68 46.0
07-510-520-2238	Microfilm	.00	.00	200.00	200.00 .0
07-510-520-2239	State Aid to Children - Books	.00	305.86	2,000.00	1,694.14 15.3
07-510-520-2240	Library Books/Records (Restr)	.00	.00	50,000.00	50,000.00 .0
07-510-520-2302	Office Equipment Rental	277.14	2,672.44	5,200.00	2,527.56 51.4
07-510-520-2303	Equipment Repairs/Replacement	(306.97)	1,883.63	25,000.00	23,116.37 7.5
07-510-520-2304	Equipment Maintenance Contract	129.62	1,485.27	12,000.00	10,514.73 12.4
07-510-520-2309	Building & Grounds Maintenance	1,867.20	15,431.97	50,000.00	34,568.03 30.9
07-510-520-2310	Furniture (restricted)	.00	.00	75,000.00	75,000.00 .0
07-510-520-2406	Reimbursable	.00	.00	200.00	200.00 .0
07-510-520-2424	Library Board	.00	.00	500.00	500.00 .0
07-510-520-2450	Gifts, Donations & Memorials	2,002.27	13,598.71	20,000.00	6,401.29 68.0
	Total Materials & Services	33,114.97	228,175.31	624,250.00	396,074.69 36.6
Other Financing Uses					
07-510-560-6001	Contingency	.00	.00	469,516.00	469,516.00 .0
	Total Other Financing Uses	.00	.00	469,516.00	469,516.00 .0

City of Coos Bay
Expenditures with Comparison to Budget
For the 8 Months Ending February 29, 2020

	Library Fund				
	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Total Library Fund	101,708.68	857,079.74	2,135,871.00	1,278,791.26	40.1
Total Fund Expenditures	101,708.68	857,079.74	2,135,871.00	1,278,791.26	40.1
Net Revenue Over Expenditures	(99,856.17)	492,379.52	.00	(492,379.52)	.0

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Librarian's Report

February 2020

PROGRAMS

Families and Children

Lego Club (2) - 99
MGOL (8) – 196
Preschool Storytime (4) - 117
Family Story Time (2)- 8
LEAP into Wind - 23
Pokemon Club - 22
Tween Book Club – 8
Coast Guard Storytime (3) – 60

Young Adult

Young Writers Workshop - 8
Magic Gathering (4) -

Adult

Foreign Film - 19
Spanglish - 12
Forever YA Book Club - 3
Armchair Adventures – 13
Table Top Gaming – 20
Film Noir – 22
Black Holes – 27
Census Training - 34

Folk Dancing – 12
Naloxone Training - 11
Speed Dating (2) - 41
Proctoring – 3
Volunteer Fair - 75

Technology

Drop In Computer Lab (3) – 24
One on One appts – 1

Room Use

Myrtlewood

Library - 13
Non Library - 11

Cedar

Library - 11
Non Library – 55

Art Displays

Walls: Ty Davis paintings
Lobby: Linda Morris jewelry

Librarian's Report

February 2020

Miscellaneous

In February there were 4,100 , county-wide, checkouts on OverDrive. 157 circulations on hoopla in January with 5 new borrowers.

February was a busy month with lots of great programming that was well attended. February was Love Your Library Month. Staff designed a display where patrons could write what they loved about the library and it was incorporated into the display.

The library closed a day for training. Staff worked on topics such as readers advisory, preparing for the census, and yearly goals.



COOS BAY
PUBLIC LIBRARY

COOS BAY PUBLIC LIBRARY CALENDAR
MARCH 2020

525 Anderson Avenue, Coos Bay, OR | (541) 269-1101
<https://coosbaylibrary.org>



Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2 Drop-In Computer Lab 2:00-4:00pm Coast Guard Storytime 3:30pm Seuss Night 6:00-7:00pm	3 Lego Club 3:30pm Magic the Gathering 3:30pm Forever YA Book Club 6:00pm	4 MGOL 9:30am Preschool Storytime 10:30am	5 Mother Goose on the Loose 9:30am	6 Introduction to the Internet Browser 9:30am Registration Required	7 Friends of the Library Book Sale 10:00am-4:00pm Preschool Storytime 12:00pm	
8 Friends of the Library Book Sale 12:00-4:00pm	9 Coast Guard Storytime 3:30pm	10 Armchair Adventures 2:00pm Magic the Gathering 3:30pm	11 MGOL 9:30am Preschool Storytime 10:30am	12 MGOL 9:30am Young Writers Group 3:45pm	13 Foreign Film Friday 7:00pm	14 Preschool Storytime 12:00pm Terra Incognita: Poetry Anthology Reading 1:00pm	
15 Film Noir 4:00pm	16 Coast Guard Storytime 3:30pm	17 Magic the Gathering 3:30pm	18 MGOL 9:30am Preschool Storytime 10:30am Drop-In Computer Lab 2:00pm-4:00pm Library Board Meeting 5:15pm	19 MGOL 9:30am Tween Book Club 3:45pm	20 Census Kick-Off 12:00pm Lego Club 3:30pm	21 Spanglish! Conversational Program 10:30am Preschool Storytime 12:00pm	
22	23 Coast Guard Storytime 3:30pm	24 Magic the Gathering 3:30pm	25 MGOL 9:30am Preschool Storytime 10:30am Pokemon Club 3:30pm	26 Mother Goose on the Loose 9:30am	27 Beyblade Burst Tournament 12:00-2:00pm Tabletop Board Game Night 7:00-10:00pm	28 Preschool Storytime 12:00pm Cowboy Buck & Elizabeth 2pm & 4pm	
29	30 Coast Guard Storytime 3:30pm	31 Magic the Gathering 3:30pm	 <p>Cowboy Buck & Elizabeth Saturday, March 28 Stories & Songs for Kids 2:00pm Folk Music of the 60s 4:00pm</p>				

Seuss Night
Monday, March 2
6:00-7:00pm



Legend: ● Kids ● Teen ● Everyone
● Family ● Adult

Terra Incognita
Poetry Anthology Reading
Saturday, March 14
1:00-3:00pm





City of Coos Bay

Office of the City Manager

500 Central Avenue, Coos Bay, Oregon 97420

Phone 541- 269-8912 • Fax 541- 267-5912

<http://www.coosbay.org>

www.facebook.com/cityofcoosbay

Temporary City Policy: Response to COVID-19

The purpose of this temporary policy is to recognize that the novel coronavirus, also known as COVID-19, may impact the City of Coos Bay locally. Our employees are at the forefront of our concern as we work to adapt quickly to this emerging public health threat and navigate new business practices in order to continue to serve our community to the best of our abilities. It is in times like these that our community may need our services the most.

Definitions:

Novel Coronavirus / COVID-19: A respiratory disease caused by a novel (new) coronavirus. The virus has been named "SARS-CoV-2" and the disease it causes has been named "coronavirus disease 2019" (abbreviated "COVID-19").

Curtailed Operations: A change or reduction to the routine services, service levels, activities and functions of any given office, department or division.

Household Member: Any other person who resides in the employee's household.

Immediate Family: As defined by Oregon Family Leave Act: the spouse, same-gender domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, step parent, parent-in-law, parent of same-gender domestic partner, grandparent or grandchild of the employee, or a person with whom the employee is or was in a relationship of in loco parentis. It also includes the biological, adopted, foster or stepchild of an employee or the child of an employee's same-gender domestic partner. For the purposes of OFLA, an employee's child in any of these categories may be either a minor or an adult at the time serious health condition leave, sick child leave, or leave under ORS 659.159(1)(e) is taken.

Isolation: A method to separate sick people with a contagious disease from people who are not sick. Isolation is a term applied to infection control actions that are taken by public health officials to stop or slow down the spread of a highly contagious disease.

Medical Advice: Information or advice received from a medical professional.

Quarantine: Quarantine separates and restricts the movement of people who were

exposed to a contagious disease to see if they become sick.

Social Distancing: Measures taken to restrict when and where people can gather to stop or slow the spread of infectious diseases. Social distancing measures include limiting large groups of people coming together, closing buildings, and canceling events.

Telecommuting: A work arrangement in which the employee works outside the normal work site, often working from home.

Coos Health & Wellness: The regional health authority for public health concerns in Coos County.

General Policy:

The City of Coos Bay is following the guidance of the Oregon Health Authority (OHA), Centers for Disease Control (CDC), and Coos Health & Wellness. The City is adhering to the recommendations of these agencies regarding preventative measures including social distancing, quarantines, and possible curtailment of non-essential City functions. The City will continue to adjust as the recommendations of these agencies change.

This policy applies to all employees, and specifically those who fall into one of the following categories:

1. An employee or an employee's dependent or household member who is under observation, being monitored or has been diagnosed with COVID-19;
2. An employee or a household member who falls into one of the categories identified by the CDC as being at high risk for serious complications from COVID-19 and has been advised by a medical professional or public health authority not to leave their home or come to work;
3. The school or daycare center of an employee's dependent has closed due to COVID-19;
4. Supportive services for an employee's dependent (such as medical transportation, in-home care providers, etc.) are unavailable due to COVID-19 which requires them to care for that dependent;
5. Public or alternative transportation is unavailable due to COVID-19 and an employee is unable to travel to and from work; OR
6. In the event that the CDC or OHA directs the City to take advanced steps such as social distancing, quarantines or curtailment of non-essential City functions, this policy would then pertain to all but a few staff providing essential services.

Policy Guidelines:

1. Employees who fall into one of the six General Policy categories above and cannot telecommute may use Payroll Code (Hours Type) 'Administrative Leave' and Reason Code 'COVID-19 Absence' to account for the absence.
 - a. Reason Code 'COVID-19 Absence' will pay an employee's regular wage without utilizing leave accruals.
 - b. This Reason Code does not identify whether or not an employee is ill; but instead is used for the sole purpose of tracking expenses associated with the City's response to COVID-19,
 - c. If employees utilize Reason Code 'COVID-19 Absence' they must complete the Coronavirus / COVID-19 Absence Form (see attachment A)

and turn it in to their direct supervisor before submitting a timecard with this reporting category.

- d. The direct supervisor will then forward the completed form to Deputy Finance Director Melissa Olson via email: molson@coosbay.org. Supervisors shall *not* retain a copy of this form in their supervisor file.
2. Employees who do not fall into one of the six categories listed in the General Policy section above must utilize their accruals per the City's existing policies or procedures if they wish to be absent from work.
 3. Telecommuting Option: If an employee meets one of the six General Policy categories but is not ill.
 - a. The employee shall first attempt to utilize telecommuting in order to serve the public in the best possible manner.
 - b. When an employee is in a position with telecommuting capabilities, they shall talk with their supervisor to gain approval and make appropriate arrangements for telecommuting.
 - c. When telecommuting, employees must be available via computer or phone and provide a contact phone number where they can be easily and readily reached during their regular work day while working remotely from the work site.
 - d. If an employee is not in a position with telecommuting capabilities and is unable to come to work for reasons mentioned in one of the six General Policy categories above, Reporting Category 'COVID-19 Absence' should be utilized to account for time away from work.
 4. Employees who are diagnosed with COVID-19 will be approved for FMLA/OFLA leave for 80 hours (or two weeks of the employee's shifts.) No FMLA/OFLA paperwork will be required for the first 80 hours of this leave. If the employee wishes to request FMLA/OFLA leave in excess of the 80 hours they will be required to complete the appropriate paperwork. In this situation their pay status will be converted to FMLA/OFLA leave.
 5. Exceptions: Exceptions to this temporary policy may only be granted by the City Manager or designee. Any situation or circumstance not covered in this temporary policy shall be governed by existing City policies and procedures.
 6. Implementation: Elected officials, department directors and all supervisory staff are responsible for implementing this policy within their respective departments. Observance of this policy is mandatory for all City employees and violation may result in disciplinary action (up to and including termination.)
 7. Review: This temporary policy shall be reviewed by the City's Executive Team at least every 14 days and updated or revoked as necessary. This temporary policy is only in effect during the time period covered by the COVID-19 Emergency Declaration issued by the State of Oregon.

8. Resources

- Coos Health & Wellness (website)
- Oregon Health Authority (website)
- Centers for Disease Control (website)
- 2-1-1 (website, or dial 2-1-1)

Established 3/12/2020

Approved 3/12/2020



Rodger Craddock, City Manager

Attachment A: Coronavirus/COVID-19 Employee Absence Form

The City of Coos Bay prioritizes the health and safety of its employees. We recognize that the current novel Coronavirus, also known as COVID-19, may impact the City of Coos Bay locally. Our employees are at the forefront of our concern as we work to adapt quickly to the changing health scene and navigate new business practices in order to continue to serve our citizens to the best of our abilities. It is in times like these that our community may need our services the most.

The City of Coos Bay is following the guidance of the Oregon Health Authority, Centers for Disease Control and Coos Health & Wellness.

City of Coos Bay employees who need to be absent from work due to reasons outlined in the six categories below AND are unable to telecommute, please complete and submit this form. **If you are able to telecommute, this form is not necessary. Talk with your supervisor to make appropriate arrangements.**

Once completed and submitted, this form will remain valid for 14 calendar days following its certification and submission. If an extension for the absence becomes necessary, a new form must be submitted.

The Payroll Reason Code "COVID-19 Absence" is appropriately used on time sheets only for circumstances listed below. This Payroll Reason Code does not identify that an employee is ill; rather the code is used to track expenses associated with the City's response to the COVID-19. **Please see Temporary Administrative Policy: Response to COVID-19 for more information.**

***If you must be absent from work for any of the following reasons, please complete this form and submit it to your supervisor.
Use typed or electronic signatures. Do not print and sign this form.***

Form Instructions:

1. Answer the bolded question below without specifying which of the six categories applies to you. Simply check "Yes" or "No" below.
2. Submit the form via email to your supervisor.
3. Supervisors will forward the form to Deputy Finance Director Melissa Olson via email: molson@coosbay.org. Supervisors – do not retain a copy of this form.
4. If you record work hours on a paper time sheet please note "COVID-19" for related absences.

I am unable to come to work due to one or more of the following reasons:

1. I, or a household member, are under observation, being monitored or have been diagnosed with COVID-19;
2. I, or a household member, fall into one of the categories identified by the CDC as being at high risk for serious complications from COVID-19 and have been advised by a medical professional or public health authority not to come to work.
3. My dependent's school or daycare center has closed due to COVID-19;
4. I rely on other supportive services to care for my dependent (such as medical transportation, in-home care providers, etc.) that are unavailable due to COVID-19, which requires me to care for that dependent;
5. Public or alternative transportation is unavailable to me due to COVID-19 and I am unable to travel to and from work; OR
6. The CDC or OHA have deemed it necessary to take advanced steps such as social distancing, quarantines and possible curtailment of non-essential City functions.

I certify that I am unable to come to work because of one of the six reasons listed above. I understand that this absence authorization expires 14 calendar days after submission.

Yes No (required to use accruals)

Name:

Department:

Position:

Supervisor:

Date Submitted:

Regular Schedule:

Coos Bay Library Coronavirus Response Plan

The purpose of this policy is to recognize that the novel coronavirus, also known as COVID-19, may impact the Coos Bay Library. This policy augments the City's Temporary Policy "Response to COVID-19" and is attached.

The library will continue to operate as usual until the Director, Fire Chief, and/or City Manager determines we have reached Level 1, 2, or 3 as defined below.

Listed below are the library's levels of response, with examples for how each level will be managed. The examples given are not exhaustive, and other criteria may be used to determine the appropriate response level.

Level 1: At least one incident of COVID-19 is reported within our Library Service Area

- Library hours will remain the same
- Library programs and outreach events will be cancelled as needed at the discretion of the Director in consultation with the program managers
- Staff should avoid close contact with patrons and co-workers. Attempt to maintain a distance of 6 feet and wash your hands after contact is made.
- Staff should avoid sharing phones, keyboards, or other work equipment without disinfecting between uses and/or washing hands after use

Level 2: Multiple incidents of COVID-19 are reported in our Library Service Area and the local or state health department advises limiting public gatherings

- Library hours for the public may be limited
- All library programs and outreach events will be cancelled or rescheduled
- Patrons with room reservations outside of open hours will be notified their reservations have been cancelled, and staff will work with them to reschedule
- Patrons with room reservations within open hours will be allowed to determine for themselves if they'd like to proceed with their meeting or reschedule. If they choose to proceed, they will be required to disinfect tables, doorknobs, light switches, or any other surfaces touched during the meeting.

Level 3: Many incidents of COVID-19 are reported in our Library Service Area, the local or state health department recommends no public gatherings, and/or CB District Schools close.

- The Library will be closed to the public
- All meeting room reservations will be cancelled
- Material due dates will be extended and accrued late fines will be forgiven upon return for two weeks from the date of re-opening

- Staff will maintain their regular work schedule in order to assist patrons via phone and email. A curbside service will be developed so patrons can continue to check out materials.

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Cash - Combined Fund			01/31/2020 (01/20) Balance	07-000-100-1001			1,536,229.47
02/29/2020	CA	5	Cash Allocation - Created: 02/10/20 9:01 AM			13,918.69-	
02/29/2020	CA	19	Cash Allocation - Created: 02/25/20 10:38 AM			11,450.67-	
02/29/2020	CA	38	Cash Allocation - Created: 02/25/20 12:37 PM			1,189.14-	
03/31/2020	CA	47	Cash Allocation - Created: 03/03/20 6:15 AM			69,597.38-	
02/29/2020	CA	61	Cash Allocation - Created: 03/05/20 11:31 AM			655.12-	
02/29/2020	CA	94	Cash Allocation - Created: 03/06/20 11:22 AM		2,706.60		
02/29/2020	CA	122	Cash Allocation - Created: 03/06/20 3:07 PM			6,180.00-	
02/29/2020 (02/20) Period Totals and Balance					2,706.60 *	102,991.00- *	1,435,945.07
Petty Cash			01/31/2020 (01/20) Balance	07-000-100-1015			200.00
02/29/2020 (02/20) Period Totals and Balance					.00 *	.00 *	200.00
Prepaid Expense			01/31/2020 (01/20) Balance	07-000-100-1101			10,877.81
01/23/2020	AP	396	Myrtle Point Herald **VendorNo: 1000170 **Inv. No: 20-21 RENEWAL **Desc: subscription renewal - 2/21/20 - 2/20/21 **Inv. Date: 1/23/2020 **PO No: **Remit Name: Myrtle Point Herald **Merchant Vendor No: 1000170 **Merchant Vendor Name: Myrtle Point Herald **Invoice Created By: Kristin		20.00		
01/31/2020	AP	855	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LIBRARY V **Desc: ADOBE, Software Renewal **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		179.94		
02/13/2020	JE	6	R/C CK#444 1/30/20 INV 201912 TO PREPAID AN		108.33		
02/25/2020	JE	15	R/C CK 424 MOVE 4 MONTHS OF RENEWAL TO		119.96		
02/29/2020 (02/20) Period Totals and Balance					428.23 *	.00 *	11,306.04
Accounts Payable			01/31/2020 (01/20) Balance	07-000-200-2001			.00
02/29/2020	AP	83	Summary Transactions from AP System			6,702.32-	
02/29/2020	AP	195	Summary Transactions from AP System			4,841.03-	
02/29/2020	AP	236	Summary Transactions from AP System			521.93-	
02/29/2020	AP	308	Summary Transactions from AP System			1,387.32-	
02/29/2020	AP	440	Summary Transactions from AP System			2,552.64-	
02/29/2020	AP	495	Summary Transactions from AP System			21.65-	
02/29/2020	AP	682	Summary Transactions from AP System			8,618.76-	
02/29/2020	AP	756	Summary Transactions from AP System			734.40-	
02/29/2020	AP	862	Summary Transactions from AP System			8,090.41-	
02/19/2020	CDA1	326	Umpqua Bank		21.65		
02/27/2020	CDA1	330	Umpqua Bank		3,354.50		
02/27/2020	CDA1	331	Umpqua Bank		1,472.01		
02/27/2020	CDA1	332	Umpqua Bank		1,198.70		
02/27/2020	CDA1	333	Umpqua Bank		1,964.61		
02/27/2020	CDA1	334	Umpqua Bank		100.59		
02/04/2020	CDA1	120679	Bay Area Enterprises Inc.		3,345.25		
02/04/2020	CDA1	120693	Kyle Electric Inc		470.54		
02/04/2020	CDA1	120701	Pacific Power & Light Co		2,835.98		
02/04/2020	CDA1	120705	Xenium Resources Inc		50.55		
02/06/2020	CDA1	120709	Advantage Security LLC		37.95		
02/06/2020	CDA1	120710	AUS West Lockbox		25.00		
02/06/2020	CDA1	120716	Brilliance Publishing Inc.		210.50		

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
02/06/2020	CDA1	120719	Cengage Learning Inc		14.29		
02/06/2020	CDA1	120721	C-N-B Security Inc		864.00		
02/06/2020	CDA1	120724	Comfort Flow Heating		297.00		
02/06/2020	CDA1	120728	Executech Utah Inc.		2,509.95		
02/06/2020	CDA1	120733	Ingram		882.34		
02/07/2020	CDA1	120750	Office Depot		480.33		
02/07/2020	CDA1	120753	Recorded Books Inc		41.60		
02/12/2020	CDA1	120792	Brodart Co		114.45		
02/12/2020	CDA1	120795	Cengage Learning Inc		42.87		
02/12/2020	CDA1	120797	C-N-B Security Inc		702.00		
02/12/2020	CDA1	120809	Minitex		528.00		
02/18/2020	CDA1	120813	AUS West Lockbox		25.00		
02/18/2020	CDA1	120816	Cengage Learning Inc		384.57		
02/18/2020	CDA1	120825	Ingram		1,208.34		
02/18/2020	CDA1	120830	Myrtle Point Herald		30.00		
02/18/2020	CDA1	120839	PLATT		298.13		
02/18/2020	CDA1	120841	Recorded Books Inc		41.60		
02/18/2020	CDA1	120846	KVAL/Sinclair Broadcast Group		415.00		
02/18/2020	CDA1	120848	Sprague Pest Solutions		150.00		
02/21/2020	CDA1	120879	Agri-Tech Design		690.25		
02/21/2020	CDA1	120881	Bay Area Enterprises Inc.		127.86		
02/21/2020	CDA1	120881	Bay Area Enterprises Inc.		3,345.25		
02/21/2020	CDA1	120883	Blackstone Audio, Inc.		75.00		
02/21/2020	CDA1	120884	Brilliance Publishing Inc.		85.50		
02/21/2020	CDA1	120886	Cengage Learning Inc		197.52		
02/21/2020	CDA1	120887	Center Point Large Print		136.02		
02/21/2020	CDA1	120889	City of Coos Bay - ESO		500.00		
02/21/2020	CDA1	120890	C-N-B Security Inc		1,620.00		
02/21/2020	CDA1	120896	Ingram		217.59		
02/21/2020	CDA1	120906	Showcases		1,122.93		
02/21/2020	CDA1	120910	Xenium Resources Inc		106.15		
02/21/2020	CDA1	120911	Xerox Corporation		394.69		
02/25/2020	CDA1	120919	Cardinal Services Inc.		134.40		
02/25/2020	CDA1	120925	DHS		600.00		
02/29/2020 (02/20) Period Totals and Balance					33,470.46 *	33,470.46- *	.00
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Fund Balance			01/31/2020 (01/20) Balance	07-000-200-2500			955,071.59-
			02/29/2020 (02/20) Period Totals and Balance		.00 *	.00 *	955,071.59-
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State Library Grant			01/31/2020 (01/20) Balance	07-000-340-0300			8,384.00-
02/28/2020	JE	102	R/C CR#1044404 (01/20) ESO READY TO READ G		6,180.00		
			02/29/2020 (02/20) Period Totals and Balance		6,180.00 *	.00 *	2,204.00-
<hr/>							
YTD Encumbrance	.00	YTD Actual	-2,204.00 Total	-2,204.00 YTD Budget	-1,700.00 Unearned	(504.00)	
<hr/>							
Grants			01/31/2020 (01/20) Balance	07-000-340-0301			1,000.00-
			02/29/2020 (02/20) Period Totals and Balance		.00 *	.00 *	1,000.00-
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YTD Encumbrance	.00	YTD Actual	-1,000.00 Total	-1,000.00 YTD Budget	-7,000.00 Unearned	6,000.00	
<hr/>							
Library Tax Base			01/31/2020 (01/20) Balance	07-000-340-0900			1,277,517.89-
			02/29/2020 (02/20) Period Totals and Balance		.00 *	.00 *	1,277,517.89-
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YTD Encumbrance	.00	YTD Actual	-1,277,517.89 Total	-1,277,517.89 YTD Budget	-1,115,000.00 Unearned	(162,517.89)	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			01/31/2020 (01/20) Balance	07-000-350-0100			13,913.95-
02/29/2020	CRJE	2	INTEREST DISTRIBUTION JOURNAL ENTRY 02/2			2,706.60-	
02/29/2020	JE	67	CORR 12/19 INTEREST DIST CRJE 2 12/31/19		200.79		
02/29/2020	JE	68	CORR 01/20 INTEREST DIST CRJE 3 01/31/20		454.33		
			02/29/2020 (02/20) Period Totals and Balance		655.12 *	2,706.60- *	15,965.43-
YTD Encumbrance		.00	YTD Actual	-15,965.43 Total	-15,965.43	YTD Budget	-12,000.00 Unearned (3,965.43)
			01/31/2020 (01/20) Balance	07-000-350-1100			3,390.00-
02/07/2020	CR	1044593	Auditorium Rental - Library Weekly Deposit 1/29-2/4 Description: Auditorium Rental - Library Weekly Deposit 1/29-2/4/20			90.00-	
02/14/2020	CR	1044621	Auditorium Rental - LIBRARY 2/5 - 2/11/20 WEEKL Description: Auditorium Rental - LIBRARY 2/5 - 2/11/20 WEEKLY DEPOSIT			90.00-	
02/20/2020	CR	1044647	Auditorium Rental - Library Weekly Deposit 2/12-2/1 Description: Auditorium Rental - Library Weekly Deposit 2/12-2/15/20			90.00-	
02/28/2020	CR	1044689	Auditorium Rental - Library Weekly Deposit - 2/18-2/ Description: Auditorium Rental - Library Weekly Deposit - 2/18-2/25/20			2,010.00-	
02/03/2020	CR	99003120	Online Payment - LARRY S MANGAN Description: Online Payment - LARRY S MANGAN Comment: XpressBillPay\Import\XBP_20200204003004.im p-3			90.00-	
02/24/2020	CR	99003178	Online Payment - Jeannine Smith Description: Online Payment - Jeannine Smith Comment: XpressBillPay\Import\XBP_20200225003018.im p-5			90.00-	
			02/29/2020 (02/20) Period Totals and Balance		.00 *	2,460.00- *	5,850.00-
YTD Encumbrance		.00	YTD Actual	-5,850.00 Total	-5,850.00	YTD Budget	-2,500.00 Unearned (3,350.00)
			01/31/2020 (01/20) Balance	07-000-360-0100			4,575.25-
02/07/2020	CR	1044593	Copies - Library Weekly Deposit 1/29-2/4/20 Description: Copies - Library Weekly Deposit 1/29-2/4/20			121.10-	
02/14/2020	CR	1044621	Copies - LIBRARY 2/5 - 2/11/20 WEEKLY DEPOSIT Description: Copies - LIBRARY 2/5 - 2/11/20 WEEKLY DEPOSIT			181.75-	
02/20/2020	CR	1044647	Copies - Library Weekly Deposit 2/12-2/15/20 Description: Copies - Library Weekly Deposit 2/12-2/15/20			138.32-	
02/28/2020	CR	1044689	Copies - Library Weekly Deposit - 2/18-2/25/20 Description: Copies - Library Weekly Deposit - 2/18-2/25/20			292.90-	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
02/01/2020	CR	99003113	Online Payment - Description: Online Payment - Comment: XpressBillPay\Import\XBP_20200202003004.im p-1			.40-	
02/03/2020	CR	99003124	Online Payment - SETH HENDRICKS Description: Online Payment - SETH HENDRICKS Comment: XpressBillPay\Import\XBP_20200204003004.im p-7			3.00-	
02/04/2020	CR	99003132	Online Payment - KYLAH HUGHLETT Description: Online Payment - KYLAH HUGHLETT Comment: XpressBillPay\Import\XBP_20200205003004.im p-7			3.80-	
02/05/2020	CR	99003140	Online Payment - DOUGLAS SCHONS Description: Online Payment - DOUGLAS SCHONS Comment: XpressBillPay\Import\XBP_20200206003005.im p-7			1.80-	
02/12/2020	CR	99003150	Online Payment - Description: Online Payment - Comment: XpressBillPay\Import\XBP_20200213003005.im p-1			12.00-	
02/18/2020	CR	99003161	Online Payment - KATHRYN A GLAZIER Description: Online Payment - KATHRYN A GLAZIER Comment: XpressBillPay\Import\XBP_20200219003014.im p-2			14.80-	
02/24/2020	CR	99003176	Online Payment - JORDAN S JONES Description: Online Payment - JORDAN S JONES Comment: XpressBillPay\Import\XBP_20200225003018.im p-3			1.20-	
02/25/2020	CR	99003180	Online Payment - TOSHA NEVDAL Description: Online Payment - TOSHA NEVDAL Comment: XpressBillPay\Import\XBP_20200226003020.im p-1			7.20-	
02/27/2020	CR	99003188	Online Payment - Description: Online Payment - Comment: XpressBillPay\Import\XBP_20200228003016.im p-1			2.00-	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
02/28/2020	CR	99003192	Online Payment - TOSHA NEVDAL Description: Online Payment - TOSHA NEVDAL Comment: XpressBillPay\Import\XBP_20200229003018.im p-3			2.00-	
02/29/2020 (02/20) Period Totals and Balance					.00 *	782.27- *	5,357.52-
YTD Encumbrance	.00	YTD Actual	-5,357.52 Total	-5,357.52 YTD Budget	-7,000.00 Unearned	1,642.48	
Library Fees			01/31/2020 (01/20) Balance	07-000-360-1800			6,467.15-
02/07/2020	CR	1044593	Library Fees - Library Weekly Deposit 1/29-2/4/20 Description: Library Fees - Library Weekly Deposit 1/29-2/4/20			91.61-	
02/14/2020	CR	1044621	Library Fees - LIBRARY 2/5 - 2/11/20 WEEKLY DEP Description: Library Fees - LIBRARY 2/5 - 2/11/20 WEEKLY DEPOSIT			37.30-	
02/20/2020	CR	1044647	Library Fees - Library Weekly Deposit 2/12-2/15/20 Description: Library Fees - Library Weekly Deposit 2/12-2/15/20			87.44-	
02/28/2020	CR	1044689	Library Fees - Library Weekly Deposit - 2/18-2/25/20 Description: Library Fees - Library Weekly Deposit - 2/18-2/25/20			29.05-	
02/01/2020	CR	99003115	Online Payment - SHERRY L BUCHANAN Description: Online Payment - SHERRY L BUCHANAN Comment: XpressBillPay\Import\XBP_202002003004.im p-3			22.99-	
02/04/2020	CR	99003128	Online Payment - KATELYN R FRAME Description: Online Payment - KATELYN R FRAME Comment: XpressBillPay\Import\XBP_20200205003004.im p-3			6.75-	
02/04/2020	CR	99003130	Online Payment - JAYSON R MACLEOD Description: Online Payment - JAYSON R MACLEOD Comment: XpressBillPay\Import\XBP_20200205003004.im p-5			6.00-	
02/10/2020	CR	99003142	Online Payment - TRACY CATES Description: Online Payment - TRACY CATES Comment: XpressBillPay\Import\XBP_20200211010949.im p-1			4.45-	
02/11/2020	CR	99003148	Online Payment - CONNIE ROGERS Description: Online Payment - CONNIE ROGERS Comment: XpressBillPay\Import\XBP_20200212003005.im p-5			24.99-	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
02/13/2020	CR	99003152	Online Payment - ELI JONES Description: Online Payment - ELI JONES Comment: XpressBillPay\Import\XBP_20200214003005.im p-1			23.00-	
02/14/2020	CR	99003154	Online Payment - JOSHUA COURTAINE Description: Online Payment - JOSHUA COURTAINE Comment: XpressBillPay\Import\XBP_20200215003007.im p-1			8.00-	
02/26/2020	CR	99003186	Online Payment - BRENDA C GRANGER Description: Online Payment - BRENDA C GRANGER Comment: XpressBillPay\Import\XBP_20200227003016.im p-3			8.00-	
02/28/2020	CR	99003194	Online Payment - BOB RANCH Description: Online Payment - BOB RANCH Comment: XpressBillPay\Import\XBP_20200229003018.im p-5			55.97-	
02/29/2020 (02/20) Period Totals and Balance					.00 *	405.55- *	6,872.70-
YTD Encumbrance		.00 YTD Actual	-6,872.70 Total	-6,872.70 YTD Budget	-10,000.00 Unearned	3,127.30	
Miscellaneous				01/31/2020 (01/20) Balance	07-000-380-0100		16,378.11-
02/01/2020	CR	99003116	Online Payment - SHERRY L BUCHANAN Description: Online Payment - SHERRY L BUCHANAN Comment: XpressBillPay\Import\XBP_20200202003004.im p-4			.50-	
02/01/2020	JE	3	ESO Monthly Accounting Fee 02/29/2020 (02/20) Period Totals and Balance		.00 *	2,174.79- 2,175.29- *	18,553.40-
YTD Encumbrance		.00 YTD Actual	-18,553.40 Total	-18,553.40 YTD Budget	-100.00 Unearned	(18,453.40)	
Reimbursements				01/31/2020 (01/20) Balance	07-000-380-0400		367.50-
02/07/2020	CR	1044593	Reimbursements - Library Weekly Deposit 1/29-2/4/ Description: Reimbursements - Library Weekly Deposit 1/29-2/4/20			2.50-	
02/14/2020	CR	1044621	Reimbursements - LIBRARY 2/5 - 2/11/20 WEEKLY Description: Reimbursements - LIBRARY 2/5 - 2/11/20 WEEKLY DEPOSIT			4.00-	
02/20/2020	CR	1044647	Reimbursements - Library Weekly Deposit 2/12-2/15 Description: Reimbursements - Library Weekly Deposit 2/12-2/15/20			12.50-	
02/28/2020	CR	1044688	Reimbursements - Library Deposit - Reimbursement Description: Reimbursements - Library Deposit - Reimbursement 2/25/20			114.45-	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
02/28/2020	CR	1044689	Reimbursements - Library Weekly Deposit - 2/18-2/ Description: Reimbursements - Library Weekly Deposit - 2/18-2/25/20			13.00-	
02/29/2020 (02/20) Period Totals and Balance					.00 *	146.45- *	513.95-
YTD Encumbrance		.00 YTD Actual	-513.95 Total	-513.95 YTD Budget	-500.00 Unearned	(13.95)	
Gifts, Donations & Memorials				01/31/2020 (01/20) Balance	07-000-380-0900		15,612.90-
02/07/2020	CR	1044593	Gifts & Donations - Library Weekly Deposit 1/29-2/4/ Description: Gifts & Donations - Library Weekly Deposit 1/29-2/4/20			1.99-	
02/14/2020	CR	1044621	Gifts & Donations - LIBRARY 2/5 - 2/11/20 WEEKLY Description: Gifts & Donations - LIBRARY 2/5 - 2/11/20 WEEKLY DEPOSIT			1.63-	
02/20/2020	CR	1044647	Gifts & Donations - Library Weekly Deposit 2/12-2/1 Description: Gifts & Donations - Library Weekly Deposit 2/12-2/15/20			1.12-	
02/28/2020	CR	1044689	Gifts & Donations - Library Weekly Deposit - 2/18-2/ Description: Gifts & Donations - Library Weekly Deposit - 2/18-2/25/20			6.73-	
02/29/2020 (02/20) Period Totals and Balance					.00 *	11.47- *	15,624.37-
YTD Encumbrance		.00 YTD Actual	-15,624.37 Total	-15,624.37 YTD Budget	-20,000.00 Unearned	4,375.63	
Salaries				01/31/2020 (01/20) Balance	07-510-510-1001		346,365.20
02/14/2020	PC	9	PAYROLL TRANS FOR 2/14/2020 PAY PERIOD		3,800.00		
02/20/2020	PC	87	PAYROLL TRANS FOR 2/20/2020 PAY PERIOD		45,841.88		
02/20/2020	PC	88	PAYROLL TRANS FOR 2/20/2020 PAY PERIOD			4,522.00-	
02/29/2020 (02/20) Period Totals and Balance					49,641.88 *	4,522.00- *	391,485.08
YTD Encumbrance		.00 YTD Actual	391,485.08 Total	391,485.08 YTD Budget	686,818.00 Unexpended	295,332.92	
P.E.R.S.				01/31/2020 (01/20) Balance	07-510-510-1003		79,605.06
02/20/2020	PB	94	PAYROLL TRANS FOR 2/20/2020 PAY PERIOD		9,304.30		
02/29/2020 (02/20) Period Totals and Balance					9,304.30 *	.00 *	88,909.36
YTD Encumbrance		.00 YTD Actual	88,909.36 Total	88,909.36 YTD Budget	133,210.00 Unexpended	44,300.64	
Social Security				01/31/2020 (01/20) Balance	07-510-510-1004		25,866.58
02/14/2020	PB	9	PAYROLL TRANS FOR 2/14/2020 PAY PERIOD		290.70		
02/20/2020	PB	93	PAYROLL TRANS FOR 2/20/2020 PAY PERIOD		3,051.76		
02/29/2020 (02/20) Period Totals and Balance					3,342.46 *	.00 *	29,209.04
YTD Encumbrance		.00 YTD Actual	29,209.04 Total	29,209.04 YTD Budget	52,548.00 Unexpended	23,338.96	
Employee Insurance				01/31/2020 (01/20) Balance	07-510-510-1005		107,940.91
02/20/2020	PB	92	PAYROLL TRANS FOR 2/20/2020 PAY PERIOD		10,312.99		
02/20/2020	PC	104	PAYROLL TRANS FOR 2/20/2020 PAY PERIOD		641.22		
02/20/2020	PC	105	PAYROLL TRANS FOR 2/20/2020 PAY PERIOD			641.22-	
02/29/2020 (02/20) Period Totals and Balance					10,954.21 *	641.22- *	118,253.90
YTD Encumbrance		.00 YTD Actual	118,253.90 Total	118,253.90 YTD Budget	153,574.00 Unexpended	35,320.10	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Unemployment							
			01/31/2020 (01/20) Balance	07-510-510-1006			104.94
02/20	CDPT		SUMMARY TOTALS FROM CDPT JOURNAL		454.74	.00	
			02/29/2020 (02/20) Period Totals and Balance		454.74 *	.00 *	559.68
YTD Encumbrance							
		.00 YTD Actual	559.68 Total	559.68 YTD Budget	13,000.00 Unexpended	12,440.32	
Workers Compensation Insurance							
			01/31/2020 (01/20) Balance	07-510-510-1007			425.06
02/20/2020	PB	91	PAYROLL TRANS FOR 2/20/2020 PAY PERIOD		59.34		
			02/29/2020 (02/20) Period Totals and Balance		59.34 *	.00 *	484.40
YTD Encumbrance							
		.00 YTD Actual	484.40 Total	484.40 YTD Budget	2,833.00 Unexpended	2,348.60	
Volunteer Workers Compensation							
			01/31/2020 (01/20) Balance	07-510-510-1008			2.97
			02/29/2020 (02/20) Period Totals and Balance		.00 *	.00 *	2.97
YTD Encumbrance							
		.00 YTD Actual	2.97 Total	2.97 YTD Budget	122.00 Unexpended	119.03	
Training, Meetings, Travel, Dues							
			01/31/2020 (01/20) Balance	07-510-520-2005			2,968.95
01/07/2020	AP	750	Oregon Department of Human Services **VendorNo: 1002883 **Inv. No: 101 **Desc: South Coast Diversity Conf. Registration- 4/9/20 Coffman, Barr, Buxton, FitzHenry **Inv. Date: 1/7/2020 **PO No: **Remit Name: DHS **Merchant Vendor No: 1002883 **Merchant Vendor Name: Oregon Department of Human Services **Invoice Created By: Kristin		300.00		
01/07/2020	AP	751	Oregon Department of Human Services **VendorNo: 1002883 **Inv. No: 101 **Desc: South Coast Diversity Conf. Registration- 4/8/20 Addis, Granstrom, Whitty **Inv. Date: 1/7/2020 **PO No: **Remit Name: DHS **Merchant Vendor No: 1002883 **Merchant Vendor Name: Oregon Department of Human Services **Invoice Created By: Kristin		225.00		
01/10/2020	AP	752	Oregon Department of Human Services **VendorNo: 1002883 **Inv. No: 102 **Desc: South Coast Diversity Conf. Registration- 4/9/20 M. Brown **Inv. Date: 1/10/2020 **PO No: **Remit Name: DHS **Merchant Vendor No: 1002883 **Merchant Vendor Name: Oregon Department of Human Services **Invoice Created By: Kristin		75.00		
			02/29/2020 (02/20) Period Totals and Balance		600.00 *	.00 *	3,568.95
YTD Encumbrance							
		.00 YTD Actual	3,568.95 Total	3,568.95 YTD Budget	9,000.00 Unexpended	5,431.05	
Utilities							
			01/31/2020 (01/20) Balance	07-510-520-2101			16,876.23
01/21/2020	AP	21	Pacific Power & Light Co **VendorNo: 710235 **Inv. No: 202001-2 **Desc: 12447751-0018 Library **Inv. Date: 1/21/2020 **PO No: **Remit Name: Pacific Power & Light Co **Merchant Vendor No: 710235 **Merchant Vendor Name: Pacific Power & Light Co **Invoice Created By: Kristin		2,835.98		
01/31/2020	AP	850	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LIBRARY V **Desc: Coos Bay North Bend Water, Water 005619-000 01/20 **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank		223.04		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
(VISA) **Invoice Created By: Kristin							
01/31/2020	AP	856	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LIBRARY V **Desc: Coos Bay North Bend Water, Water 005619-000 02/20 **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		203.98		
02/29/2020 (02/20) Period Totals and Balance					3,263.00 *	.00 *	20,139.23
YTD Encumbrance	.00	YTD Actual	20,139.23 Total	20,139.23 YTD Budget	42,000.00 Unexpended	21,860.77	
Telephone							
01/31/2020 (01/20) Balance				07-510-520-2102			3,915.79
01/31/2020	AP	851	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LIBRARY V **Desc: FRONTIER, 01/20 Land Line Telephones **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		187.77		
01/31/2020	AP	853	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LIBRARY V **Desc: YIPTEL, 01/20 VIOP Telephone System **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		500.27		
02/29/2020 (02/20) Period Totals and Balance					688.04 *	.00 *	4,603.83
YTD Encumbrance	.00	YTD Actual	4,603.83 Total	4,603.83 YTD Budget	13,000.00 Unexpended	8,396.17	
Advertising							
01/31/2020 (01/20) Balance				07-510-520-2105			4,039.67
02/06/2020	AP	358	Ingram **VendorNo: 476508 **Inv. No: 43879000 **Desc: Books **Inv. Date: 2/6/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		56.49		
12/01/2019	AP	409	Sinclair Television Media Inc **VendorNo: 1002138 **Inv. No: 1232568-1 **Desc: Promotional Advertising - Library **Inv. Date: 12/1/2019 **PO No: **Remit Name: KVAL/Sinclair Broadcast Group **Merchant Vendor No: 1002138 **Merchant Vendor Name: Sinclair Television Media Inc **Invoice Created By: Kristin		415.00		
01/31/2020	AP	843	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LIBRARY 1 **Desc: SW OREGON PUBLISHING CO, Library Promotional Programming **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		798.00		
02/29/2020 (02/20) Period Totals and Balance					1,269.49 *	.00 *	5,309.16
YTD Encumbrance	.00	YTD Actual	5,309.16 Total	5,309.16 YTD Budget	15,000.00 Unexpended	9,690.84	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			01/31/2020 (01/20) Balance	07-510-520-2108			39,286.91
12/27/2019	AP	32	Bay Area Enterprises Inc. **VendorNo: 1000587 **Inv. No: 5644 **Desc: Library Janitorial - December 2019 **Inv. Date: 12/27/2019 **PO No: **Remit Name: Bay Area Enterprises Inc. **Merchant Vendor No: 1000587 **Merchant Vendor Name: Bay Area Enterprises Inc. **Invoice Created By: Kristin		3,345.25		
01/06/2020	AP	69	Xenium Resources Inc **VendorNo: 1002695 **Inv. No: 0015059-IN **Desc: HR Services - Library **Inv. Date: 1/6/2020 **PO No: **Remit Name: Xenium Resources Inc **Merchant Vendor No: 1002695 **Merchant Vendor Name: Xenium Resources Inc **Invoice Created By: Kristin		50.55		
01/21/2020	AP	184	C-N-B Security Inc **VendorNo: 1002694 **Inv. No: 7610 **Desc: Library security guard 1/13/19 - 1/18/20 **Inv. Date: 1/21/2020 **PO No: **Remit Name: C-N- B Security Inc **Merchant Vendor No: 1002694 **Merchant Vendor Name: C-N-B Security Inc **Invoice Created By: Kristin		864.00		
01/28/2020	AP	307	C-N-B Security Inc **VendorNo: 1002694 **Inv. No: 7619 **Desc: Library security guard 1/21/20 - 1/25/20 **Inv. Date: 1/28/2020 **PO No: **Remit Name: C-N- B Security Inc **Merchant Vendor No: 1002694 **Merchant Vendor Name: C-N-B Security Inc **Invoice Created By: Kristin		702.00		
01/14/2020	AP	405	Sprague Pest Solutions **VendorNo: 1001985 **Inv. No: 4058634 **Desc: 101895409 Library Pest Control **Inv. Date: 1/14/2020 **PO No: **Remit Name: Sprague Pest Solutions **Merchant Vendor No: 1001985 **Merchant Vendor Name: Sprague Pest Solutions **Invoice Created By: Kristin		150.00		
01/31/2020	AP	649	Bay Area Enterprises Inc. **VendorNo: 1000587 **Inv. No: 5760 **Desc: Library Janitorial - January 2020 **Inv. Date: 1/31/2020 **PO No: **Remit Name: Bay Area Enterprises Inc. **Merchant Vendor No: 1000587 **Merchant Vendor Name: Bay Area Enterprises Inc. **Invoice Created By: Kristin		3,345.25		
02/04/2020	AP	664	C-N-B Security Inc **VendorNo: 1002694 **Inv. No: 7645 **Desc: Library security guard 1/26/20 - 1/31/20 **Inv. Date: 2/4/2020 **PO No: **Remit Name: C-N- B Security Inc **Merchant Vendor No: 1002694 **Merchant Vendor Name: C-N-B Security Inc **Invoice Created By: Kristin		864.00		
02/15/2020	AP	665	C-N-B Security Inc **VendorNo: 1002694 **Inv. No: 7655 **Desc: Library security guard 2/03/20 - 2/08/20 **Inv. Date: 2/15/2020 **PO No: **Remit Name: C-N- B Security Inc **Merchant Vendor No: 1002694 **Merchant Vendor Name: C-N-B Security Inc **Invoice Created By: Kristin		756.00		
12/04/2019	AP	669	Xenium Resources Inc **VendorNo: 1002695 **Inv. No: 0014741-IN **Desc: HR Services - Library **Inv. Date:		106.15		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			12/4/2019 **PO No: **Remit Name: Xenium Resources Inc **Merchant Vendor No: 1002695 **Merchant Vendor Name: Xenium Resources Inc **Invoice Created By: Kristin				
02/12/2020	AP	726	Cardinal Services Inc. **VendorNo: 999829 **Inv. No: 1177883-1 **Desc: 784525 Temporary Worker Library - D. Graves **Inv. Date: 2/12/2020 **PO No: **Remit Name: Cardinal Services Inc. **Merchant Vendor No: 999829 **Merchant Vendor Name: Cardinal Services Inc. **Invoice Created By: Kristin		134.40		
01/31/2020	AP	854	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LIBRARY V **Desc: ADOBE, Software Renewal **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		179.94		
02/05/2020	CD14	5	02/01/20 Xpress Bill Pay Support Fees/Forms Inv# 02/29/2020 (02/20) Period Totals and Balance		72.74 10,570.28 *	.00 *	49,857.19
YTD Encumbrance		.00 YTD Actual	49,857.19 Total	49,857.19 YTD Budget	92,250.00 Unexpended	42,392.81	
nsurance			01/31/2020 (01/20) Balance 02/29/2020 (02/20) Period Totals and Balance	07-510-520-2120		.00 *	14,540.50 14,540.50
YTD Encumbrance		.00 YTD Actual	14,540.50 Total	14,540.50 YTD Budget	14,500.00 Unexpended	(40.50)	
Duplicating			01/31/2020 (01/20) Balance	07-510-520-2122			4,123.89
01/14/2020	AP	212	Office Depot **VendorNo: 937352 **Inv. No: 428506333001 **Desc: 90371713 Library copy paper, toner **Inv. Date: 1/14/2020 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: Kristin		404.34		
02/01/2020	AP	640	Xerox Corporation **VendorNo: 986914 **Inv. No: 099433059 **Desc: 722943248 Library Workroom Copier - January **Inv. Date: 2/1/2020 **PO No: **Remit Name: Xerox Corporation **Merchant Vendor No: 986914 **Merchant Vendor Name: Xerox Corporation **Invoice Created By: Kristin		257.25		
			02/29/2020 (02/20) Period Totals and Balance		661.59 *	.00 *	4,785.48
YTD Encumbrance		.00 YTD Actual	4,785.48 Total	4,785.48 YTD Budget	8,500.00 Unexpended	3,714.52	
Printing			01/31/2020 (01/20) Balance	07-510-520-2123			277.50
01/31/2020	AP	860	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 PIERSON **Desc: GOTPRINT.COM, Business Cards Barr, Westmark, Pierson **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		50.30		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
01/31/2020	AP	861	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 PIERSON **Desc: GOTPRINT.COM, Business Cards Addis, Buxton, Coffman **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		50.29		
02/29/2020 (02/20) Period Totals and Balance					100.59 *	.00 *	378.09
YTD Encumbrance	.00	YTD Actual	378.09 Total	378.09 YTD Budget	3,000.00 Unexpended	2,621.91	
Office Supplies			01/31/2020 (01/20) Balance	07-510-520-2205			1,384.47
01/14/2020	AP	213	Office Depot **VendorNo: 937352 **Inv. No: 428506333001 **Desc: 90371713 Office Supplies - Library **Inv. Date: 1/14/2020 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: Kristin		67.15		
01/14/2020	AP	214	Office Depot **VendorNo: 937352 **Inv. No: 428511272001 **Desc: 90371713 Office Supplies - Library **Inv. Date: 1/14/2020 **PO No: **Remit Name: Office Depot **Merchant Vendor No: 937352 **Merchant Vendor Name: Office Depot **Invoice Created By: Kristin		8.84		
01/31/2020	AP	821	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LB AMAZON **Desc: Amazon.com, Rubber Gloves **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		29.96		
01/31/2020	AP	822	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LB AMAZON **Desc: Amazon.com, Markers **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		8.99		
02/28/2020	JE	40	R/C AP385 (08/19) OFFICE DEPOT INV #3403575		43.78		
02/29/2020 (02/20) Period Totals and Balance					158.72 *	.00 *	1,543.19
YTD Encumbrance	.00	YTD Actual	1,543.19 Total	1,543.19 YTD Budget	2,500.00 Unexpended	956.81	
Postage			01/31/2020 (01/20) Balance	07-510-520-2206			500.00
01/31/2020	AP	858	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LIBRARY V **Desc: PITNEY BOWES, Postage Meter Supplies **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		336.98		
02/29/2020 (02/20) Period Totals and Balance					336.98 *	.00 *	836.98
YTD Encumbrance	.00	YTD Actual	836.98 Total	836.98 YTD Budget	2,200.00 Unexpended	1,363.02	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
01/31/2020	AP	647	01/31/2020 (01/20) Balance Bay Area Enterprises Inc.	07-510-520-2225	127.86		1,559.71
			**VendorNo: 1000587 **Inv. No: 5760 **Desc: Library Janitorial Supplies **Inv. Date: 1/31/2020 **PO No: **Remit Name: Bay Area Enterprises Inc. **Merchant Vendor No: 1000587 **Merchant Vendor Name: Bay Area Enterprises Inc. **Invoice Created By: Kristin				
			02/29/2020 (02/20) Period Totals and Balance		127.86 *	.00 *	1,687.57
YTD Encumbrance	.00	YTD Actual	1,687.57 Total	1,687.57 YTD Budget	5,200.00 Unexpended	3,512.43	
01/21/2020	AP	172	01/31/2020 (01/20) Balance Executech Utah Inc.	07-510-520-2231	2,509.95		19,972.79
			**VendorNo: 1002369 **Inv. No: 143247 **Desc: Library replacement computers, office mngr. & ref desk **Inv. Date: 1/21/2020 **PO No: **Remit Name: Executech Utah Inc. **Merchant Vendor No: 1002369 **Merchant Vendor Name: Executech Utah Inc. **Invoice Created By: Kristin				
			02/29/2020 (02/20) Period Totals and Balance		2,509.95 *	.00 *	22,482.74
YTD Encumbrance	.00	YTD Actual	22,482.74 Total	22,482.74 YTD Budget	35,000.00 Unexpended	12,517.26	
01/29/2020	AP	353	01/31/2020 (01/20) Balance Ingram	07-510-520-2234	185.95		931.88
			**VendorNo: 476508 **Inv. No: 43766287 **Desc: Books - BAH Grant **Inv. Date: 1/29/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin				
			02/29/2020 (02/20) Period Totals and Balance		185.95 *	.00 *	1,117.83
YTD Encumbrance	.00	YTD Actual	1,117.83 Total	1,117.83 YTD Budget	17,000.00 Unexpended	15,882.17	
01/21/2020	AP	262	01/31/2020 (01/20) Balance Brodart Co	07-510-520-2235	114.45		7,429.20
			**VendorNo: 181000 **Inv. No: 548941 **Desc: processing supplies **Inv. Date: 1/21/2020 **PO No: **Remit Name: Brodart Co **Merchant Vendor No: 181000 **Merchant Vendor Name: Brodart Co **Invoice Created By: Kristin				
01/28/2020	AP	306	Minitex		528.00		
			**VendorNo: 1002583 **Inv. No: 99931 **Desc: Security strips **Inv. Date: 1/28/2020 **PO No: **Remit Name: Minitex **Merchant Vendor No: 1002583 **Merchant Vendor Name: Minitex **Invoice Created By: Kristin				
12/18/2019	AP	628	Showcases		225.99		
			**VendorNo: 840050 **Inv. No: 315147 **Desc: audio book cases **Inv. Date: 12/18/2019 **PO No: **Remit Name: Showcases **Merchant Vendor No: 840050 **Merchant Vendor Name: Showcases **Invoice Created By: Kristin				

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
12/18/2019	AP	629	Showcases **VendorNo: 840050 **Inv. No: 315148 **Desc: audio book cases **Inv. Date: 12/18/2019 **PO No: **Remit Name: Showcases **Merchant Vendor No: 840050 **Merchant Vendor Name: Showcases **Invoice Created By: Kristin		475.20		
12/18/2019	AP	630	Showcases **VendorNo: 840050 **Inv. No: 315160 **Desc: audio book cases **Inv. Date: 12/18/2019 **PO No: **Remit Name: Showcases **Merchant Vendor No: 840050 **Merchant Vendor Name: Showcases **Invoice Created By: Kristin		421.74		
01/31/2020	AP	844	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LIBRARY 1 **Desc: ELM USA , Disk Resurfacer Supplies **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		92.75		
02/28/2020	JE	40	R/C AP385 (08/19) OFFICE DEPOT INV #3403575 02/29/2020 (02/20) Period Totals and Balance		1,858.13 *	43.78- 43.78- *	9,243.55
YTD Encumbrance	.00	YTD Actual	9,243.55 Total	9,243.55 YTD Budget	15,000.00 Unexpended	5,756.45	
Library Books & Records			01/31/2020 (01/20) Balance	07-510-520-2236			41,257.91
12/30/2019	AP	118	Ingram **VendorNo: 476508 **Inv. No: 43336851 **Desc: Books **Inv. Date: 12/30/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		29.72		
12/30/2019	AP	119	Ingram **VendorNo: 476508 **Inv. No: 43336852 **Desc: Books **Inv. Date: 12/30/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		144.09		
12/31/2019	AP	120	Ingram **VendorNo: 476508 **Inv. No: 43349392 **Desc: Book **Inv. Date: 12/31/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		9.89		
12/31/2019	AP	121	Ingram **VendorNo: 476508 **Inv. No: 43358605 **Desc: Books - Audio Book **Inv. Date: 12/31/2019 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		75.92		
01/03/2020	AP	122	Ingram **VendorNo: 476508 **Inv. No: 43391535 **Desc: Books **Inv. Date: 1/3/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		11.87		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
01/08/2020	AP	124	Ingram **VendorNo: 476508 **Inv. No: 43453085 **Desc: Books **Inv. Date: 1/8/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		146.22		
01/08/2020	AP	125	Ingram **VendorNo: 476508 **Inv. No: 43453086 **Desc: Books **Inv. Date: 1/8/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		89.87		
01/10/2020	AP	126	Ingram **VendorNo: 476508 **Inv. No: 43485359 **Desc: Books **Inv. Date: 1/10/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		35.31		
01/16/2020	AP	127	Ingram **VendorNo: 476508 **Inv. No: 43582634 **Desc: Books **Inv. Date: 1/16/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		39.77		
01/16/2020	AP	128	Ingram **VendorNo: 476508 **Inv. No: 43583131 **Desc: Books **Inv. Date: 1/16/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		118.78		
01/19/2020	AP	130	Ingram **VendorNo: 476508 **Inv. No: 43610357 **Desc: Books **Inv. Date: 1/19/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		32.16		
01/15/2020	AP	136	Brilliance Publishing Inc. **VendorNo: 999424 **Inv. No: IN1398052 **Desc: audio books **Inv. Date: 1/15/2020 **PO No: **Remit Name: Brilliance Publishing Inc. **Merchant Vendor No: 999424 **Merchant Vendor Name: Brilliance Publishing Inc. **Invoice Created By: Kristin		210.50		
01/17/2020	AP	171	Cengage Learning Inc. **VendorNo: 1002356 **Inv. No: NO.69350437 **Desc: 179460 Books **Inv. Date: 1/17/2020 **PO No: **Remit Name: Cengage Learning Inc **Merchant Vendor No: 1002356 **Merchant Vendor Name: Cengage Learning Inc. **Invoice Created By: Kristin		14.29		
01/22/2020	AP	294	Cengage Learning Inc. **VendorNo: 1002356 **Inv. No: NO.69453517 **Desc: 179460 Book **Inv. Date: 1/22/2020 **PO No: **Remit Name: Cengage Learning Inc **Merchant Vendor No: 1002356 **Merchant Vendor Name: Cengage Learning Inc. **Invoice Created By: Kristin		14.29		
01/28/2020	AP	295	Cengage Learning Inc. **VendorNo: 1002356 **Inv. No: NO.69605871 **Desc: 179460 Books **Inv. Date: 1/28/2020		28.58		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			**PO No: **Remit Name: Cengage Learning Inc **Merchant Vendor No: 1002356 **Merchant Vendor Name: Cengage Learning Inc. **Invoice Created By: Kristin				
01/21/2020	AP	344	Ingram			9.94-	
			**VendorNo: 476508 **Inv. No: 43635420 **Desc: Duplicate book returned **Inv. Date: 1/21/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin				
01/22/2020	AP	345	Ingram		168.51		
			**VendorNo: 476508 **Inv. No: 43660487 **Desc: Books **Inv. Date: 1/22/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin				
01/23/2020	AP	346	Ingram		18.43		
			**VendorNo: 476508 **Inv. No: 43681577 **Desc: Books **Inv. Date: 1/23/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin				
01/24/2020	AP	348	Ingram		47.84		
			**VendorNo: 476508 **Inv. No: 43700746 **Desc: Books **Inv. Date: 1/24/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin				
01/27/2020	AP	349	Ingram		23.17		
			**VendorNo: 476508 **Inv. No: 43726499 **Desc: Books **Inv. Date: 1/27/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin				
01/28/2020	AP	350	Ingram		36.54		
			**VendorNo: 476508 **Inv. No: 43743022 **Desc: Books **Inv. Date: 1/28/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin				
01/28/2020	AP	351	Ingram		314.68		
			**VendorNo: 476508 **Inv. No: 43748241 **Desc: Books **Inv. Date: 1/28/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin				
01/29/2020	AP	352	Ingram		11.87		
			**VendorNo: 476508 **Inv. No: 43763640 **Desc: Book **Inv. Date: 1/29/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin				
02/04/2020	AP	355	Ingram		74.92		
			**VendorNo: 476508 **Inv. No: 43844722 **Desc: Books **Inv. Date: 2/4/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin				

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
02/05/2020	AP	356	Ingram **VendorNo: 476508 **Inv. No: 43861703 **Desc: Books **Inv. Date: 2/5/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		162.26		
11/07/2019	AP	410	Cengage Learning Inc. **VendorNo: 1002356 **Inv. No: NO.68862433 **Desc: 179460 Books **Inv. Date: 11/7/2019 **PO No: **Remit Name: Cengage Learning Inc **Merchant Vendor No: 1002356 **Merchant Vendor Name: Cengage Learning Inc. **Invoice Created By: Kristin		173.48		
01/29/2020	AP	411	Cengage Learning Inc. **VendorNo: 1002356 **Inv. No: NO.69649520 **Desc: 179460 Books **Inv. Date: 1/29/2020 **PO No: **Remit Name: Cengage Learning Inc **Merchant Vendor No: 1002356 **Merchant Vendor Name: Cengage Learning Inc. **Invoice Created By: Kristin		211.09		
12/16/2019	AP	583	Blackstone Audio, Inc. **VendorNo: 154948 **Inv. No: 1155658 **Desc: Audio Books **Inv. Date: 12/16/2019 **PO No: **Remit Name: Blackstone Audio, Inc. **Merchant Vendor No: 154948 **Merchant Vendor Name: Blackstone Audio, Inc. **Invoice Created By: Kristin		75.00		
02/01/2020	AP	585	Center Point Large Print **VendorNo: 216200 **Inv. No: 1757791 **Desc: books **Inv. Date: 2/1/2020 **PO No: **Remit Name: Center Point Large Print **Merchant Vendor No: 216200 **Merchant Vendor Name: Center Point Large Print **Invoice Created By: Kristin		136.02		
02/07/2020	AP	611	Ingram **VendorNo: 476508 **Inv. No: 43885944 **Desc: Books **Inv. Date: 2/7/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		44.67		
02/13/2020	AP	612	Ingram **VendorNo: 476508 **Inv. No: 43962471 **Desc: Books **Inv. Date: 2/13/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		99.28		
02/13/2020	AP	613	Ingram **VendorNo: 476508 **Inv. No: 43962882 **Desc: Books **Inv. Date: 2/13/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		73.64		
02/10/2020	AP	643	Brilliance Publishing Inc. **VendorNo: 999424 **Inv. No: IN1402867 **Desc: audio books **Inv. Date: 2/10/2020 **PO No: **Remit Name: Brilliance Publishing Inc. **Merchant Vendor No: 999424 **Merchant Vendor Name: Brilliance Publishing Inc. **Invoice Created By: Kristin		85.50		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
01/08/2020	AP	656	Cengage Learning Inc. **VendorNo: 1002356 **Inv. No: NO.69171497 **Desc: 179460 Books **Inv. Date: 1/8/2020 **PO No: **Remit Name: Cengage Learning Inc **Merchant Vendor No: 1002356 **Merchant Vendor Name: Cengage Learning Inc. **Invoice Created By: Kristin		98.76		
02/05/2020	AP	657	Cengage Learning Inc. **VendorNo: 1002356 **Inv. No: NO.69789734 **Desc: 179460 Books **Inv. Date: 2/5/2020 **PO No: **Remit Name: Cengage Learning Inc **Merchant Vendor No: 1002356 **Merchant Vendor Name: Cengage Learning Inc. **Invoice Created By: Kristin		98.76		
01/31/2020	AP	763	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, YP Books **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		26.63		
01/31/2020	AP	764	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Adult Books **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		62.15		
01/31/2020	AP	765	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Adult Books **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		14.99		
01/31/2020	AP	766	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Adult Books **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		14.98		
01/31/2020	AP	767	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Adult Videos **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		42.88		
01/31/2020	AP	768	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Adult Books **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		199.75		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
01/31/2020	AP	769	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Adult Books **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		77.08		
01/31/2020	AP	770	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Adult Books **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		91.54		
01/31/2020	AP	771	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Adult Books **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		100.97		
01/31/2020	AP	772	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Adult Audios **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		60.66		
01/31/2020	AP	773	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Adult Books **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		62.71		
01/31/2020	AP	774	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, YA, YP Books **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		267.33		
01/31/2020	AP	775	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Adult Books **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		14.98		
01/31/2020	AP	776	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Adult Books **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		15.54		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
01/31/2020	AP	777	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Adult Dvds **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		21.41		
01/31/2020	AP	778	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Adult Books **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		13.88		
01/31/2020	AP	780	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Adult Audios **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		141.85		
01/31/2020	AP	781	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Adult Books **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		63.23		
01/31/2020	AP	782	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Adult Audios **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		21.99		
01/31/2020	AP	783	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Adult Books **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		54.59		
01/31/2020	AP	784	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Adult Books **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		319.31		
01/31/2020	AP	785	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Adult Audios **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		65.99		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
01/31/2020	AP	786	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Adult Books **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		59.91		
01/31/2020	AP	787	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Adult Books **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		14.99		
01/31/2020	AP	788	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, YA, YP Books **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		118.43		
01/31/2020	AP	789	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Adult Books **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		46.05		
01/31/2020	AP	790	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Adult Books **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		14.98		
01/31/2020	AP	791	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, YA, YP Books **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		287.97		
01/31/2020	AP	792	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Adult Books-Wrong Discount **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin			49.50-	
01/31/2020	AP	793	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Adult Books **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By:		16.64		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			Kristin				
01/31/2020	AP	794	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Adult Books **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		14.99		
01/31/2020	AP	795	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Adult Books **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		197.79		
01/31/2020	AP	796	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Adult Dvds **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		21.44		
01/31/2020	AP	797	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Music Cds **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		111.59		
01/31/2020	AP	798	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Adult Books **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		157.59		
01/31/2020	AP	799	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Adult Dvds **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		40.03		
01/31/2020	AP	800	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Adult Books **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		14.43		
01/31/2020	AP	801	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Adult Books **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		15.54		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
01/31/2020	AP	802	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Adult Audios **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		45.85		
01/31/2020	AP	803	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Adult Books **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		16.09		
01/31/2020	AP	804	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Adult Books **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		63.25		
01/31/2020	AP	805	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Adult Dvds **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		357.59		
01/31/2020	AP	807	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LB AMAZON **Desc: Amazon.com, Adult Audio Books **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		27.37		
01/31/2020	AP	809	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LB AMAZON **Desc: Amazon.com, Adult Audio Books **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		66.70		
01/31/2020	AP	810	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LB AMAZON **Desc: Amazon.com, Adult Books **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		6.95		
01/31/2020	AP	814	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LB AMAZON **Desc: Amazon.com, Adult Dvds **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		17.99		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
01/31/2020	AP	816	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LB AMAZON **Desc: Amazon.com, Adult Dvds **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		56.08		
01/31/2020	AP	817	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LB AMAZON **Desc: Amazon.com, Adult Dvds **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		59.54		
01/31/2020	AP	818	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LB AMAZON **Desc: Amazon.com, Adult Dvds **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		14.99		
01/31/2020	AP	824	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LB AMAZON **Desc: Amazon.com, Music Cds **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		50.74		
01/31/2020	AP	825	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LB AMAZON **Desc: Amazon.com, Music Cds **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		11.98		
01/31/2020	AP	827	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LB AMAZON **Desc: Amazon.com, YP Book **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		7.26		
01/31/2020	AP	828	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LB AMAZON **Desc: Amazon.com, YP Book **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		14.99		
01/31/2020	AP	830	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LB AMAZON **Desc: Amazon.com, YP Dvds **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		21.11		
01/31/2020	AP	831	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LB AMAZON **Desc: Amazon.com, YP Dvds **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua		14.99		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			Bank (VISA) **Invoice Created By: Kristin				
01/31/2020	AP	832	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LB AMAZON **Desc: Amazon.com, Adult Books **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		34.47		
01/31/2020	AP	833	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LB AMAZON **Desc: Amazon.com, Adult Dvds **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		19.98		
01/31/2020	AP	834	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LB AMAZON **Desc: Amazon.com, Music Cds **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		12.98		
01/31/2020	AP	836	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LB AMAZON **Desc: Amazon.com, Adult Dvds **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		15.98		
01/31/2020	AP	837	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LB AMAZON **Desc: Amazon.com, Adult Books- Progress Club **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		33.01		
01/31/2020	AP	841	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LIBRARY 1 **Desc: JONATHAN PARK, YP Dvds" **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		28.98		
01/31/2020	AP	848	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LIBRARY 1 **Desc: FIRST BOOK, YP Books **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		54.00		
01/31/2020	AP	852	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LIBRARY V **Desc: NETFLIX, Library Streaming Player Programming **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		12.99		
			02/29/2020 (02/20) Period Totals and Balance		6,908.35 *	59.44- *	48,106.82

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	48,106.82 Total	48,106.82 YTD Budget	100,000.00 Unexpended	51,893.18	
Periodicals			01/31/2020 (01/20) Balance	07-510-520-2237			4,586.32
01/23/2020	AP	395	Myrtle Point Herald **VendorNo: 1000170 **Inv. No: 20-21 RENEWAL **Desc: subscription renewal - 2/21/20 - 2/20/21 **Inv. Date: 1/23/2020 **PO No: **Remit Name: Myrtle Point Herald **Merchant Vendor No: 1000170 **Merchant Vendor Name: Myrtle Point Herald **Invoice Created By: Kristin		10.00		
			02/29/2020 (02/20) Period Totals and Balance		10.00 *	.00 *	4,596.32
YTD Encumbrance		.00 YTD Actual	4,596.32 Total	4,596.32 YTD Budget	10,000.00 Unexpended	5,403.68	
State Aid to Children - Books			01/31/2020 (01/20) Balance	07-510-520-2239			305.86
			02/29/2020 (02/20) Period Totals and Balance		.00 *	.00 *	305.86
YTD Encumbrance		.00 YTD Actual	305.86 Total	305.86 YTD Budget	2,000.00 Unexpended	1,694.14	
Office Equipment Rental			01/31/2020 (01/20) Balance	07-510-520-2302			2,395.30
02/01/2020	AP	641	Xerox Corporation **VendorNo: 986914 **Inv. No: 099433059 **Desc: 722943248 Library Workroom Copier - January **Inv. Date: 2/1/2020 **PO No: **Remit Name: Xerox Corporation **Merchant Vendor No: 986914 **Merchant Vendor Name: Xerox Corporation **Invoice Created By: Kristin		137.44		
01/31/2020	AP	857	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LIBRARY V **Desc: PBI*LeasedEquipment, Posage Meter Rent **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		139.70		
			02/29/2020 (02/20) Period Totals and Balance		277.14 *	.00 *	2,672.44
YTD Encumbrance		.00 YTD Actual	2,672.44 Total	2,672.44 YTD Budget	5,200.00 Unexpended	2,527.56	
Equipment Repairs/Replacement			01/31/2020 (01/20) Balance	07-510-520-2303			2,190.60
01/31/2020	AP	808	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LB AMAZON **Desc: Amazon.com, Computer Cable **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		12.99		
02/13/2020	JE	6	R/C CK#444 1/30/20 INV 201912 TO PREPAID AN			200.00-	
02/25/2020	JE	15	R/C CK 424 MOVE 4 MONTHS OF RENEWAL TO			119.96-	
			02/29/2020 (02/20) Period Totals and Balance		12.99 *	319.96- *	1,883.63
YTD Encumbrance		.00 YTD Actual	1,883.63 Total	1,883.63 YTD Budget	25,000.00 Unexpended	23,116.37	
Equipment Maintenance Contract			01/31/2020 (01/20) Balance	07-510-520-2304			1,355.65
02/01/2020	AP	161	Advantage Security LLC **VendorNo: 1001961 **Inv. No: 5644608 **Desc: 1147-57 Library Alarm Monitoring		37.95		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			Services - February **Inv. Date: 2/1/2020 **PO No: **Remit Name: Advantage Security LLC **Merchant Vendor No: 1001961 **Merchant Vendor Name: Advantage Security LLC **Invoice Created By: Kristin				
02/13/2020	JE	6	R/C CK#444 1/30/20 INV 201912 TO PREPAID AN		91.67		
			02/29/2020 (02/20) Period Totals and Balance		129.62 *	.00 *	1,485.27
YTD Encumbrance		.00 YTD Actual	1,485.27 Total	1,485.27 YTD Budget	12,000.00 Unexpended		10,514.73
Building & Grounds Maintenance			01/31/2020 (01/20) Balance	07-510-520-2309			13,564.77
01/21/2020	AP	8	Kyle Electric Inc **VendorNo: 532800 **Inv. No: 338099188 **Desc: Library - smoke detector repair **Inv. Date: 1/21/2020 **PO No: **Remit Name: Kyle Electric Inc **Merchant Vendor No: 532800 **Merchant Vendor Name: Kyle Electric Inc **Invoice Created By: Kristin		95.54		
01/24/2020	AP	9	Kyle Electric Inc **VendorNo: 532800 **Inv. No: 338099213 **Desc: Repair parking lot light - Library **Inv. Date: 1/24/2020 **PO No: **Remit Name: Kyle Electric Inc **Merchant Vendor No: 532800 **Merchant Vendor Name: Kyle Electric Inc **Invoice Created By: Kristin		375.00		
01/28/2020	AP	137	Aramark Uniform & Career Apparel **VendorNo: 999694 **Inv. No: 864340022 **Desc: 792085677 Library - Mats **Inv. Date: 1/28/2020 **PO No: **Remit Name: AUS West Lockbox **Merchant Vendor No: 999694 **Merchant Vendor Name: Aramark Uniform & Career Apparel **Invoice Created By: Kristin		25.00		
01/10/2020	AP	149	Comfort Flow Heating **VendorNo: 1000563 **Inv. No: SVC213727 **Desc: HVAC smoke detector - Library **Inv. Date: 1/10/2020 **PO No: **Remit Name: Comfort Flow Heating **Merchant Vendor No: 1000563 **Merchant Vendor Name: Comfort Flow Heating **Invoice Created By: Kristin		297.00		
02/05/2020	AP	369	Platt Electric Supply **VendorNo: 737932 **Inv. No: OC14967 **Desc: replacement lights - Library **Inv. Date: 2/5/2020 **PO No: **Remit Name: PLATT **Merchant Vendor No: 737932 **Merchant Vendor Name: Platt Electric Supply **Invoice Created By: Kristin		298.13		
02/11/2020	AP	391	Aramark Uniform & Career Apparel **VendorNo: 999694 **Inv. No: 864359621 **Desc: 792085677 Library - Mats **Inv. Date: 2/11/2020 **PO No: **Remit Name: AUS West Lockbox **Merchant Vendor No: 999694 **Merchant Vendor Name: Aramark Uniform & Career Apparel **Invoice Created By: Kristin		25.00		
02/04/2020	AP	581	Agri-Tech Design **VendorNo: 103323 **Inv. No: 630304 **Desc: Grounds Maintenance - January 2020 **Inv. Date: 2/4/2020 **PO No: **Remit Name: Agri-Tech Design **Merchant Vendor No: 103323 **Merchant Vendor Name: Agri-Tech Design **Invoice Created By: Kristin		242.00		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
02/04/2020	AP	582	Agri-Tech Design **VendorNo: 103323 **Inv. No: 630304 **Desc: replacement plants, soil, & fertilizer **Inv. Date: 2/4/2020 **PO No: **Remit Name: Agri-Tech Design **Merchant Vendor No: 103323 **Merchant Vendor Name: Agri-Tech Design **Invoice Created By: Kristin		448.25		
01/31/2020	AP	815	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LB AMAZON **Desc: Amazon.com, Heater **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		27.89		
01/31/2020	AP	846	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LIBRARY 1 **Desc: BIMART, Small Tools, Building Maintenance **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		33.39		
02/29/2020 (02/20) Period Totals and Balance					1,867.20 *	.00 *	15,431.97
YTD Encumbrance	.00	YTD Actual	15,431.97 Total	15,431.97 YTD Budget	50,000.00 Unexpended	34,568.03	
Gifts, Donations & Memorials			01/31/2020 (01/20) Balance	07-510-520-2450			11,596.44
01/07/2020	AP	123	Ingram **VendorNo: 476508 **Inv. No: 43437087 **Desc: Books **Inv. Date: 1/7/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		81.52		
01/16/2020	AP	129	Ingram **VendorNo: 476508 **Inv. No: 43583350 **Desc: Books **Inv. Date: 1/16/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		67.22		
01/21/2020	AP	201	Recorded Books Inc **VendorNo: 757000 **Inv. No: 76599380 **Desc: 767529 - DVD **Inv. Date: 1/21/2020 **PO No: **Remit Name: Recorded Books Inc **Merchant Vendor No: 757000 **Merchant Vendor Name: Recorded Books Inc **Invoice Created By: Kristin		41.60		
01/23/2020	AP	347	Ingram **VendorNo: 476508 **Inv. No: 43684900 **Desc: Books **Inv. Date: 1/23/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		37.48		
01/30/2020	AP	354	Ingram **VendorNo: 476508 **Inv. No: 43786428 **Desc: Books **Inv. Date: 1/30/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		45.62		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
02/06/2020	AP	357	Ingram **VendorNo: 476508 **Inv. No: 43878999 **Desc: Books **Inv. Date: 2/6/2020 **PO No: **Remit Name: Ingram **Merchant Vendor No: 476508 **Merchant Vendor Name: Ingram **Invoice Created By: Kristin		34.52		
02/06/2020	AP	370	Recorded Books Inc **VendorNo: 757000 **Inv. No: 76607518 **Desc: 767529 - DVD **Inv. Date: 2/6/2020 **PO No: **Remit Name: Recorded Books Inc **Merchant Vendor No: 757000 **Merchant Vendor Name: Recorded Books Inc **Invoice Created By: Kristin		41.60		
01/31/2020	AP	453	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 COFFMAN **Desc: SAFEWAY, Supplies-Adult Programs-Foreign Film **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		21.65		
02/14/2020	AP	655	City of Coos Bay - ESO **VendorNo: 1002304 **Inv. No: BAY0010 **Desc: Title Wave Program **Inv. Date: 2/14/2020 **PO No: **Remit Name: City of Coos Bay - ESO **Merchant Vendor No: 1002304 **Merchant Vendor Name: City of Coos Bay - ESO **Invoice Created By: Kristin		500.00		
01/31/2020	AP	779	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 BAKER TAYLOR **Desc: Baker & Taylor, Books-Kenaston **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		34.41		
01/31/2020	AP	806	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LB AMAZON **Desc: Amazon.com, Supplies, Adult Programs-Book Boxes **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		59.95		
01/31/2020	AP	811	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LB AMAZON **Desc: Amazon.com, Adult Programs-Supplies, Book Boxes **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		113.42		
01/31/2020	AP	812	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LB AMAZON **Desc: Amazon.com, Supplies, YP Programs-Book Boxes **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		3.28		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
01/31/2020	AP	813	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LB AMAZON **Desc: Amazon.com, Supplies-Yp Programs-Dr. Seuss Night **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		60.57		
01/31/2020	AP	819	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LB AMAZON **Desc: Amazon.com, Library of Things-Sega Mini **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		59.99		
01/31/2020	AP	820	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LB AMAZON **Desc: Amazon.com, Library of Things-Gold Panning Kit **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		47.48		
01/31/2020	AP	823	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LB AMAZON **Desc: Amazon.com, Supplies-YP Programs, Dr. Seuss Night **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		18.68		
01/31/2020	AP	826	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LB AMAZON **Desc: Amazon.com, Library of Things-Trail Cameras, Binoculars **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		382.92		
01/31/2020	AP	829	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LB AMAZON **Desc: Amazon.com, Library of Things, Camera Accessories **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		158.78		
01/31/2020	AP	839	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LIBRARY 1 **Desc: FRED-MEYER, Refreshments, Adult Programs-Speed Dating **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		37.16		
01/31/2020	AP	840	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LIBRARY 1 **Desc: FRED-MEYER, Refreshments, YP Programs-Beyblade Tournament **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By:		30.64		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance		
			Kristin						
01/31/2020	AP	842	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LIBRARY 1 **Desc: FRED-MEYER, Refreshments, YP Programs-Young Writers **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		6.49				
01/31/2020	AP	845	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LIBRARY 1 **Desc: SMART FOODSERVICE- Refreshments, Adult Programs-Armchair Adventurs, Film Noir **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		48.59				
01/31/2020	AP	847	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LIBRARY 1 **Desc: FRED-MEYER, Refreshments, Adult Programs **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		16.66				
01/31/2020	AP	849	Umpqua Bank (VISA) **VendorNo: 1002576 **Inv. No: 202001 LIBRARY 1 **Desc: FRED-MEYER, Refreshments, Adult Programs-Speed Dating **Inv. Date: 1/31/2020 **PO No: **Remit Name: Umpqua Bank **Merchant Vendor No: 1002576 **Merchant Vendor Name: Umpqua Bank (VISA) **Invoice Created By: Kristin		52.04				
02/29/2020 (02/20) Period Totals and Balance					2,002.27 *	.00 *	13,598.71		
YTD Encumbrance	.00	YTD Actual	13,598.71	Total	13,598.71	YTD Budget	20,000.00	Unexpended	6,401.29

Number of Transactions: 310 Number of Accounts: 44

Total Library Fund:

Debit	Credit	Proof
150,735.49	150,735.49-	.00